



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 19 73 73-9 JAN 23 1973	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventories Bureau - Statistical Reports Unit Atlanta, Georgia		
4. Person to Contact Janelle Bagwell		5. Working Title Statistician II	6. Tel. No. 656 5485
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input checked="" type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>			
8. Earliest & Latest Dates of Series 1959 - To Date		9. Exact Series Title Highway Mileage Reports File	
10. What is the function of the office in which this record series is created The function of the Statistical Reports Unit is to compile and report statistical information on highway mileage and related subjects needed annually (and in some instances monthly) by the Federal Highway Administration and the Department. The reports pertain to state government.			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the compilation of statistics on the mileage of the state highway system. See attached list for a description of the documents contained in the file. The file is arranged chronologically by year.			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		7	10.5
Legal-size File Drawers			
Book Shelf			6.0
ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records	
Floor Space Occupied (Square Feet)		1 1.5	
		In Office(s) In Storage Area(s) 21	
AVERAGE DAILY REFERENCES		This Year's	Last Year's
		Preceding Year's	All Prior Year's
		7-10	6 4 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [X] []
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] []

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~years~~:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- * - [X] CALENDAR YEAR - [] FISCAL YEAR - [] Other

then:

- [X] Hold in the current files area _____ month(s)/ 20 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [X] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

- * Some of the reports are prepared at the end of the fiscal year and some at the end of the calendar year. Cutting the files off at the end of the calendar year will insure that all the reports for a given year are retained as a unit.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer Dr. Bradford Date 1/15/73

26. Recommendations		[X] Approved [] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	[X] Approved [] Disapproved	Department of Audits/Designee	Date
	Records	[X] Approved [] Disapproved	Secretary of State/Designee	Date
	Committee	[X] Approved [] Disapproved	Department of Law/Designee	Date
	25 are:			

11. (Continued)

Included are: Mileage of the Designated Federal Aid Primary System Classified by Federal Route Number & Section, Rural and Urban, & County

Mileage of the Designated Federal Aid Primary System Classified by County, Federal Route Number and Section

Public Road Mileage in Georgia by Counties

Statewide Analysis of FAS System

Mileage of Public Roads in Georgia by Surface Types

State Highway System Mileage in each County Classified by State Route Number, County Geographical Sequence & Federal Aid System

Local City Street Mileage Classified by County, Municipality and Surface Type

Mileage Inside Municipalities Classified by Road System & Surface Type

State Highway System Mileage by Divisions & Congressional Districts

Mileage of Public Roads in Georgia by County, Road System & Surface Type

Mileage of Each State Numbered Route Classified by County and Federal Aid System

State Highway System Mileage in Each County Classified by State Route Number and Federal Aid System

Mileage of the Designated Federal Aid Secondary System Classified by County & FAS Route Number

P.R. (Public Roads) Mileage Report File (Tables compiled annually for FHWA)

1. System Mileage Report (Form PR 502)
2. Existing Surfaced Mileage by Type, Width & Average Daily Traffic (Form PR 505)
3. Existing Mileage of Surfaced Highways by Traffic Lanes & Access Control (Form PR 506)
4. Standard Metropolitan Statistical Area Summary of Existing State & Local Roads & Streets (Form PR 528M)
5. Summary of Existing State & Local Roads & Streets (Form PR 528)
6. Summary of Designated Federal Aid Highway System Mileage (Form PR 529)

Highway Mileage Report File

Explanation of Yes Answers to Questions 14-23

21. All the reports with the exception of the PR Mileage Report and the State Highway System Mileage by Divisions and Congressional Districts Report are EDP printouts.
23. The series consists of statistical mileage data. The data is used to project statistical trends and to plan for future highway needs.

Rationale: Administrative needs require that the series be retained permanently. The series is a source of statistical mileage data. The data enables the extrapolation of future trends and is used in planning for future highway needs. The reports are also referenced by the public and scholars.

Explanation of Codes on Mileage Reports

FAI RURAL = Federal-Aid Interstate System, outside urban area boundaries

FAI URBAN = Federal-Aid Interstate System, inside urban area boundaries

FAP RURAL = Other Federal-Aid Primary System, outside urban area boundaries

FAP URBAN = Other Federal-Aid Primary System, inside urban area boundaries

FAS STATE = Federal-Aid Secondary System on the State Highway System

FAS COUNTY = Federal-Aid Secondary System on County Roads

NFA (STATE OR COUNTY) = State or County Road not on Federal-Aid System